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Secretariat

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Administrative instruction

Staff-Management Committee

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/2009/4[1] and for the purpose of implementing Secretary-General's bulletin ST/SGB/2011/6/Rev.1, promulgates the following:

Section 1
Purpose and scope

1.1 Through Secretary-General's bulletin ST/SGB/2011/6/Rev.1, the Secretary-General has established the Staff-Management Committee as the joint staff-management machinery at the Secretariat-wide level for the purpose of advising him or her regarding human resources policies and general questions of staff welfare, as provided in staff regulation 8.1.

1.2 The present instruction applies to the members of the Staff-Management Committee. It provides details on how the Committee will operate, endeavour to reach agreement and overcome barriers to agreement. The Committee remains responsible for establishing its own procedures, in accordance with section 7.3 of Secretary-General's bulletin ST/SGB/2011/6/Rev.1.

1.3 Disagreement concerning the implementation of the provisions of the present instruction shall be discussed and resolved in accordance with the procedures set out in chapter VIII of the Staff Rules.

Section 2
Annual session, periodic meetings and ad hoc meetings

2.1 Within its annual cycle of work, the Staff-Management Committee will hold:

(a) One annual session;

(b) Up to three periodic meetings;

(c) Additional ad hoc meetings in case of urgent or otherwise unforeseen matters that require Committee discussions prior to the next annual session or periodic meeting, as determined by the President of the Committee.

[1] References in the present instruction to administrative issuances include any revision, amendment or correction thereof, as well as any superseding issuance on the same subject.

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2.2 Matters requiring recommendations by the Staff-Management Committee shall be addressed in an annual session, a periodic meeting or an ad hoc meeting. Matters that do not require recommendations by the Committee (such as briefings and related discussions) will normally be addressed in a periodic or ad hoc meeting. Subject to the availability of resources, the annual session and the meetings shall be conducted as follows:

(a) The annual session will be held in person;

(b) Periodic and ad hoc meetings will not be held in person but will be held by videoconference or other means;

(c) Meetings of the staff representatives preceding and following the annual session will be held by videoconference. The staff representatives will be provided with access to videoconference facilities in locations where such facilities are available to the Secretariat.

2.3 Provisional agendas and documents shall be circulated to all members, alternates and associate members at least six weeks prior to the annual session or periodic meeting and two weeks prior to an ad hoc meeting. Where documents are not circulated by this deadline, the relevant item will not be considered. However, for matters not requiring any recommendations by the Staff-Management Committee, the deadline for submitting the documents shall be two weeks prior to the periodic or ad hoc meeting.

2.4 The annual session and the meetings shall be scheduled as follows:

(a) The annual session will be held in April each year, unless agreed to otherwise by the Staff-Management Committee. The annual session will be held for six consecutive calendar days;

(b) Periodic meetings are scheduled by the President in consultation with the Committee at the beginning of its annual cycle, and at least two months in advance of such a meeting. The periodic meetings will be held for one to two hours on a working day but may be extended if the staff and management representatives consider that more time is needed for discussion;

(c) Ad hoc meetings are scheduled by the President in consultation with the Committee at least two weeks in advance of such a meeting. Ad hoc meetings will be held for one to two hours on a working day but may be extended if the staff and management representatives consider that more time is needed for discussion.

2.5 The Staff-Management Committee may consider all matters within its scope as reflected in sections 1.1 to 1.3 of ST/SGB/2011/6/Rev.1. Any member of the Committee may refer a matter to the President for consideration for inclusion in the agenda. The President of the Committee, after consulting with the Contact Group (see sect. 3 below), may include such matters in the provisional agenda for the next annual session or meeting.

Section 3
Contact Group

3.1 A Contact Group will be appointed by the Staff-Management Committee for a period of one year. The purpose of the Contact Group is to facilitate the work of the Committee.

3.2 The Contact Group will be composed of three representatives for the Committee members representing staff and three representatives for the Committee members representing management. The members of the Contact Group will consult with the respective Committee members that they represent.

3.3 The Contact Group will be chaired by the President of the Staff-Management Committee (or, in his or her absence, by the Vice-President), and supported by the Secretary of the Committee. The President, the Vice-President (in the absence of the President) and the Secretary of the Committee are not members of the Contact Group.

3.4 The Contact Group will:

(a) Assist with the preparation of the draft agenda;

(b) Assist with the preparation of the draft yearly programme of work;

(c) Prepare a summary on the status of progress on items considered by working groups established by the Staff-Management Committee (see sect. 4 below), and submit recommendations based on working group outcomes, for consideration and endorsement by the Committee;

(d) Prepare relevant proposals for recommendation by the Committee;

(e) Coordinate the efforts of the working groups and provide guidance on task coordination, in particular in case of interlinkages of subject matter addressed by different working groups;

(f) Undertake other coordinating tasks as required by the President of the Committee for the efficient organization and administration of the sessions or meetings.

Section 4
Working groups

4.1 The Staff-Management Committee may establish working groups to address topics requiring further consideration by the Committee.

4.2 Subject to the availability of resources, the working groups shall conduct their work by videoconference or using other communications resources. Where a working group determines that exceptional circumstances require an in-person meeting and resources are available to support the conduct of such a meeting, the working group shall submit a request to the President of the Staff-Management Committee to determine whether an in-person meeting would be feasible and justified.

4.3 The working groups shall complete their work within the deadlines established by the Staff-Management Committee.

Section 5
Agreement on recommendations

5.1 It is expected that members of the Staff-Management Committee have a mandate to consider, resolve and reach agreement on topics on the agenda:

(a) The Committee members representing management are fully empowered and represent the position of the Secretary-General. Likewise, the Committee

members representing staff are fully empowered and represent the unified position of their constituents;

(b) Staff and management representatives commit their best efforts to reach agreement on topics brought to the Committee;

(c) Staff and management representatives shall determine how their respective unified positions are reached.

Steps in the case of agreement being reached

5.2 Where agreements between staff and management representatives are reached, those will be submitted to the Secretary-General with recommendations for approval and implementation in accordance with staff regulation 8.2. The agreements and recommendations will be sent to the Secretary-General by the President of the Staff-Management Committee within one week following the closure of the annual session or meeting, unless additional time is required as determined by the President.

5.3 Where a recommendation is not approved by the Secretary-General, or approved but not implemented within the time frame envisaged by him or her, the reasons therefor will be communicated by the Secretary-General, through his or her representatives, to the President of the Staff-Management Committee. Those reasons will be communicated without delay, that is, normally within four weeks after the Secretary-General has decided not to approve a recommendation or determined that an approved recommendation cannot be implemented within the time frame envisaged. The item addressed by that recommendation will be included in the agenda for the next session or meeting for reconsideration, unless the President determines, on the basis of the reasons provided, that further consideration by the Committee will not be productive.

Steps in the case of agreement not being reached

5.4 Where staff and management representatives are unable to reach agreement on a topic requiring a recommendation to the Secretary-General, the matter shall be referred back to the appropriate working group for its consideration. If no working group had been assigned previously, a working group will be established by the Staff-Management Committee for that purpose.

5.5 When a matter is referred to a working group for consideration:

(a) The Staff-Management Committee shall set a deadline for the completion of the consideration by the working group;

(b) Within two weeks following the referral of the topic, the working group may either (i) report back to the Committee on whether an agreement has been reached or (ii) if resources for mediation are available, request the President of the Committee to appoint a third-party mediator from a roster approved by the Committee. After a maximum of one week of mediation, the working group will report on the outcome of the mediation to the Committee;

(c) After considering the report of the working group or if no report is received from the working group by the established deadline, the Committee may present an agreement and recommendation on the topic to the Secretary-General. If the Committee is unable to present an agreement and recommendation, the different

positions of staff and management representatives on the topic will be noted in the Committee report.

Recording of different positions or dissenting views

5.6 Where no agreement between staff and management representatives has been reached, the different unified positions of each will be noted in the Committee report. The respective positions of staff and management must be limited to one page per topic.

5.7 Where agreement between staff and management representatives has been reached, any dissenting views by the Committee members may be noted in the Committee report. The consolidated views of the dissenting members will be limited to one page per topic. Dissenting views are for background information only and do not affect the terms of the agreements reached.

Section 6
Continuous communication

6.1 In addition to the annual session and the meetings of the Staff-Management Committee, staff and management commit to continuous communication on all matters within the scope of the Committee.

6.2 Such communications from management may include:

(a) Requests by e-mail for feedback within a specified time limit from staff representative bodies on draft reports of the Secretary-General to be presented to the General Assembly on proposals for human resources policies affecting questions of staff welfare;

(b) Provision of general updates on the status of consideration of those reports by the intergovernmental bodies. Status updates in this context means the sharing of the preliminary meeting agenda of intergovernmental bodies on items that are part of the Committee's yearly programme of work. Nothing in the present section is meant to include the sharing of privileged information or of information without permission from the respective intergovernmental bodies.

6.3 Such communications from management may be limited where emergency situations or other reasons of urgency, as determined by the Secretary-General or his or her representatives, make such communications impracticable.

6.4 Staff representatives will provide feedback within the specified time limits and relay to the other members of the Staff-Management Committee information or concerns on the part of staff that may have an impact on the work of the Committee or have a significant impact on the work of management in the implementation of approved recommendations.

6.5 At the end of each annual session or meeting, the President of the Staff-Management Committee will communicate to all staff the status of work of the Committee. The information shall be contained in a table showing the status of each agenda item as "agreed", "not agreed" or "pending", without any further elaboration.

Section 7
Budget

The budget for the Staff-Management Committee will be prepared by the President and presented to the Committee together with the draft yearly programme of work as part of the supporting documentation for the annual session. Resources required for the functioning of the Committee will be included in the proposed budget of the Organization, which will be submitted to the General Assembly.

Section 8
Training

The members of the Staff-Management Committee will participate in a training/team-building event on collaborative negotiations or other suitable subject matter on the day preceding the annual session, every three years, starting in 2014.

Section 9
Final provisions

The present instruction shall enter into force on the date of its issuance.

(*Signed*) Yukio **Takasu**
Under-Secretary-General for Management